

DUTY STATEMENT DEPARTMENT OF STATE HOSPITALS – ATASCADERO VARIOUS PROGRAMS

JOB CLASSIFICATION: PSYCHIATRIC TECHNICIAN (SAFETY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Psychiatric Technicians work under general supervision and, in addition to their custody responsibilities, provide a basic level of general behavioral and psychiatric nursing care and are expected through their attitude, knowledge, and performance to facilitate the rehabilitation of clients/patients.

Psychiatric Technicians work to maintain order and supervise the conduct of clients/patients, to protect and maintain the safety of persons and property; to provide a basic level of general behavioral psychiatric nursing care to clients/patients who are mentally disordered; and to participate in the overall psychiatric treatment program.

- 25% Helps to create a clean, safe and therapeutic environment for patients or inmates; apply mental health principles and relationship security with patients or inmates;** develop, encourage participation in, and **supervise patient activities**, such as on-the-unit group and individual program activities for patients or inmates; assist rehabilitation therapists in occupational, recreational, vocational, and educational therapy programs for patients or inmates; motivate and assist patients or inmates with activities of daily living; follow safe work practices; protect patients, inmates and others from personal injury; order supplies as needed; keep records; and participate in in-service training programs.

- 25% Performs custody tasks including supervision of patient activities** escorting patients or inmates in the facility and in the community; distributing and inspecting patients' or inmates' mail for hazardous contraband; **Shakedown; i.e., searching for drugs, contraband, weapons and inspecting facilities to identify security breaches that could lead to the escape of a patient or inmate; observing and intervening in patient behavior that may injure people, damage property or signal impending escape attempts. Applies and demonstrates knowledge of correct methods in the prevention and management of assaultive behavior (PMAB), that includes patient containment, heavy lifting (over 50 pounds), applying restraints, and responding to emergency situations throughout the hospital.**

- 25% Performs nursing procedures such as administering medications including oral medications and hypodermic injection, observing patients or inmates physical condition and behavior and reporting significant changes to a shift supervisor, unit supervisor or physician and recording nursing notes: in the patients or inmate**

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record; preparing and caring for patients or inmates during treatment;; giving first aid and **CPR, and following infection control procedures** as needed.

- 10%** Works with other disciplines as part of the treatment team to provide an overall treatment program for the patient.
- 10%** Other duties as assigned including but not limited to: assist in courtyard supervision, tasks that require repetitive motion, carrying items that weigh up to 30 pounds, trash removal, general housekeeping duties.
- 5%** May assist in the training or supervision of Psychiatric Technician Training Candidates, Psychiatric Technician Trainees, Psychiatric Technician Assistant, Pre-licensed Psych. Technicians, Pre-licensed Registered Nurse, Licensed Vocational Nurses and other ancillary staff.

2. SUPERVISION RECEIVED

Unit Supervisor, RN Shift Lead, Senior Psych. Tech., Health Services Specialist.

3. SUPERVISION EXERCISED - N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Under direct supervision of shift supervisor; knowledge of custody procedures, public and property protection policies; fundamentals of nursing care; general behavioral and psychiatric procedures involved in the care and treatment of individuals or groups of mentally disordered clients/patients; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; management of assaultive behavior techniques; hospital procedures.

ABILITY TO:

Under direct supervision of shift supervisor; ability to learn and apply sound judgment for situations including the protection of persons and property; apply basic nursing knowledge, skills and attitudes; establish effective therapeutic relationships with mentally disordered clients/patients; recognize symptoms requiring medical or psychiatric attention; think and act quickly in emergencies; work with a treatment team to provide occupational, recreational, vocational, and educational therapy programs for clients/patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.

Reviewed by HR – 8/6/14

No change to EF - mh

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

Adult Geriatric

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (MAB).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriate uses: applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Applies and demonstrates knowledge of the following:

Hospital Emergency Preparedness and Program Area Specific Plan

Follow the hospital policies on Sexual Harassment, Patient Interaction.

Observe patients on continuous monitoring documenting changes when appropriate.

Participates as a member of the interdisciplinary team providing nursing input into the treatment planning of individual patients.

Participates in sponsor groups, functioning as a sponsor / co-sponsor. Identifies and confiscates and disposes of contraband per policy.

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Relationship Security demonstrates professional interactions with the patients and maintains therapeutic boundaries.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Applies and demonstrates knowledge of :

I-vac, blood glucose monitor, O₂ Delivery/suction, Gurney & Backboard.

Pain Management

Patients Rights

Medication Administration

Shakedown process.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must: maintain an active Psychiatric Technician License issued by the California Board of Psychiatric Technician and Vocational Nurse Examiners.

7. TRAINING - Training Category = 1

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date

Reviewed by HR – 8/6/14

No change to EF - mh